

RECREATION SUPERVISOR III

DEFINITION

To perform complex professional recreation and community service management of multiple community center and park complexes and/or major Citywide recreation or community services programs involving athletics, senior citizens, therapeutics and others including evaluation of programs; to plan, organize, promote, supervise year round community services programs; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Recreation Supervisor series. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Recreation Supervisor II class in the level of responsibility involved in management of complex citywide programs and/or the management of multiple recreation centers & park complexes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Recreation Supervisor.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Manage multiple community center and park complexes and/or a major Citywide recreation or community services programs involving athletics, senior citizens, therapeutics and others.

Plan, organize, promote, and supervise year round community services programs including the evaluation of programs.

Provide assistance for Capital Improvement Projects and design development of new recreational facilities; attend pertinent meetings during the planning and construction phases of the project plan.

Organize special events, such as the opening of a new recreation center and park.

Develop relationships with neighboring schools, organizations, businesses and community groups, assessment of community needs and development of programming, policies and procedures for implementation at a new facility and park open to the public.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as appropriate.

Participate in the selection of staff, contractual instructors and volunteers; provide and coordinate staff training.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives; prepare reports.

Prepare and administer revenue and expenditure budgets and forecasts; develop and monitor performance measures.

Direct the requisitioning of materials, supplies and equipment for facilities; order, pick up, and deliver supplies; ensure adequate supply inventory.

Grant writing and administration of multi-funding sources

Monitor work activities to ensure compliance within established policies and procedures; instruct staff on proper work and safety procedures and ensure compliance.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Act as liaison with local schools and other community groups and organizations; evaluate community recreational needs and requirements.

Interpret the City recreation and community service programs to the public both on-site and at various community events.

Enter into agreements for facility rentals and programs.

Conduct facility safety inspections and establish and enforcing safety and participation standards to protect spectators and participants.

Coordinate and implement city-wide events; prepare news releases for newspapers, radio and television; develop publicity materials and website information.

Establish program fees for the use of recreation facilities by users; collect and account for monies received.

Participate in various Department and/or City committees; serve as staff to assigned City Commissions where applicable

Administer first aid when appropriate.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Objectives and methods of planning, organizing, directing and evaluating recreation and community service programs.

Municipal budgeting as it relates to recreation and community services programs.

Rules and skills involved in a variety of recreational and community service activities.

Principles and practices of supervision, training and performance evaluations.

Principles of budget preparation, monitoring and management.

Principles of performance measurement.

Pertinent Federal, State and local laws, codes and regulations.

Principles and practices of conflict resolution.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Recruit, hire and train both full and part-time staff and volunteers.

Enlist staff interest, participation, and support of children and adults;

Exercise sound judgment.

Publicize and market programs.

Plan and assess community recreational program needs.

Work independently.

Maintain discipline.

Prepare and present written and oral reports and presentations to interested community groups.

Interpret and explain pertinent City and department policies and procedures.

Plan, assign, direct, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Work varying schedules including evenings, weekends, and holidays.

Operate computer equipment and software applications related to assignment.

Exercise sound judgments and decisions-making.

Obtain necessary licenses and/or certifications for specialized recreational programs (such as therapeutics, gerontology, outdoor leader, etc.).

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible journey level experience in a recreation related programs preferably in a municipal setting including two years of full-time supervisory or lead responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in recreation, physical education or a related field.

License or Certificate

Possession of a valid California driver's license.

A valid Cardiopulmonary Resuscitation (CPR) certificate must be obtained within three months of hire.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, and crouch or stoop for varying periods of time. Must be able to travel to various city locations to attend meetings, evaluate programs and staff; sit for prolonged periods of time at meetings or events. Use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; perform physical activities on a continual basis; possess sufficient strength and stamina to lift and manipulate recreational equipment, materials and supplies; possess visual ability sufficient to operate recreational equipment and vehicles under daylight and evening conditions; lift or carry weight of 50 pounds or less. Communicate in person and use the telephone. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; the performance of outdoor work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural or artificial lighting and moderate to high noise levels. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/05